

<b>Title</b>	<b>Carry out routine and preventive maintenance common to the print industry</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: follow the approved routine maintenance schedule for a print industry machine; inspect and maintain the various systems of the machine and associated auxiliary equipment; ensure safety devices are working; care for gauges and instruments available in the workplace; follow a preventive maintenance programme; and follow procedures for disposal of waste material.
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<b>Classification</b>	Printing > Printing Production
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<b>Available grade</b>	Achieved
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<b>Prerequisites</b>	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
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## Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:

- Hazardous Substances and New Organisms Act 1996;
- Health and Safety at Work Act 2015;
- Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions

*Manufacturer's instructions* refer to instructions provided by manufacturers of substances, equipment, and machinery. These instructions may include details on safe and correct handling, use and storage of substances and/or details on substance properties. Examples are labels on substance containers, product data sheets, and operator's manuals.

*Print industry* refers to all sectors involved in print and packaging industries including pre-production, production, and post-production activities, suppliers and distributors. The sectors include graphic pre-press, digital output sheet-fed, reel-fed, screen, binding and finishing, fibreboard packaging.

*Preventive maintenance* refers to the systematic care and servicing of machinery and equipment by inspection, detection, and correction of early failures either before they occur or before they develop into major defects.

*Routine maintenance* refers to simple, small-scale activities (usually requiring only minimal skills or training) associated with regular scheduled and general upkeep of machinery and equipment against normal wear and tear.

*Workplace procedures* refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the print sector.

### 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

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## Outcomes and performance criteria

### Outcome 1

Follow the approved routine maintenance schedule for a print industry machine.

#### Performance criteria

- 1.1 Identify location of routine maintenance schedule.
- 1.2 Follow routine maintenance schedule, as set out in the machine operating manual.
- 1.3 Select, use and store tools for carrying out maintenance as set down in the machine operating manual.
- 1.4 Select and use lubricants and cleaning agents in accordance with manufacturer's instructions or Safety Data Sheets.
- 1.5 Describe and follow procedures for reporting of unusual wear, machine noises, and other faults.
- 1.6 Obtain machine supplies and sundries.

### Outcome 2

Inspect and maintain the various systems of the machine and associated auxiliary equipment.

**Performance criteria**

- 2.1 Inspect and maintain machine systems to ensure optimum running.  
Range cleaning and lubrication.
- 2.2 Inspect and maintain auxiliary equipment available to ensure optimum running of the machine.

**Outcome 3**

Ensure safety devices are working.

**Performance criteria**

- 3.1 Check safety devices and systems to ensure correct operation.
- 3.2 Identify and report safety device operation faults.

**Outcome 4**

Care for gauges and instruments available in the workplace.

Range may include but is not limited to – micrometer, densitometer, durometer, pH meter, conductivity meter, packing gauge, bar code verifier, thermometers (manual and electric), scales, tensionmeters.

**Performance criteria**

- 4.1 Identify gauges and instruments used to measure in the workplace.
- 4.2 Identify and report gauge and instrument faults.

**Outcome 5**

Follow a preventive maintenance programme.

**Performance criteria**

- 5.1 Define a preventive maintenance programme and describe the difference between a preventive maintenance programme and routine maintenance.
- 5.2 Follow a preventive maintenance programme in accordance with the machine operating manual.

**Outcome 6**

Follow procedures for safe disposal of waste material.

**Performance criteria**

- 6.1 List waste materials and substances that are recyclable.

6.2 Follow procedures for safe disposal of waste materials and substances.

<b>Planned review date</b>	31 December 2027
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	10 April 1995	31 December 2025
Revision	2	20 July 1998	31 December 2025
Review	3	25 May 1999	31 December 2025
Review	4	22 May 2003	31 December 2025
Rollover and Revision	5	12 December 2008	31 December 2025
Review	6	21 August 2009	31 December 2027
Review	7	30 March 2023	N/A
Revision	8	27 February 2025	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.